



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
REAL ESTATE COMMISSION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV

**APPLICATION FOR REAL ESTATE OFFICE
INSTRUCTION SHEET**

When to File Office Application

File this application when you are:

- opening a *new* Real Estate office in Delaware regardless of whether the office is a new Main Office or a new Branch of an existing Main Office
- relocating a Real Estate office that already has a license at another Delaware location

Note: You may be required to apply for a business license *in addition to* this professional license. Contact the State Division of Revenue and your local municipality.

Type of Office

The application asks you to select the type of office.

- A Main Office is the primary office of the business. If it has any Branch Offices, the Main Office is the "headquarters."
- A Branch Office is a "satellite" office of a Main Office. You must identify the Main Office for a Branch.

Broker of Record and On-Site Manager (24 Del. C. §2919)

- All Real Estate offices must have a Broker of Record in charge of office.
- A Broker must have a separate license for *each* office for which he/she is the Broker of Record. If you are already a Broker of Record for an office and become Broker of Record for an additional office, complete the *Application for Additional Broker of Record* form, available on www.dpr.delaware.gov. Click on "Real Estate" and then on "Forms."
- If the Broker of Record for a new office is already the Broker of Record for another office(s), the Broker of Record must designate a Broker or Salesperson licensee assigned to the new office as the office's on-site manager.

Checklist for Office Applications

- ☐ Submit completed application form signed by the Broker of Record.
 - Make sure all questions are answered unless the instructions tell you to skip a question.
 - Forms that are incomplete or unsigned will be rejected.
- ☐ If you are *opening a new* Main or Branch Office, enclose processing fee of \$101 by check or money order made payable to "State of Delaware."
 - Applications for new offices that are submitted without this processing fee will be rejected.
 - If you are *relocating an existing* Main or Branch Office, no fee is due.

- ☐ Submit photos showing the building exterior, outside signage, entrance with sign and office interior.
 - If the office is in a private home, the photos must show the required *separate* entrance and sign.
 - There must be a conspicuous sign in place.
 - The photos must show that the office has been furnished.
- ☐ Provide copy of deposit slip or other written verification from a bank with an office located in Delaware showing that the required escrow account has been opened.



IF you are...	THEN...
<i>Opening a new Main or Branch Office</i>	For each Salesperson and Broker assigned to the new office, submit: <ul style="list-style-type: none"> • <i>Request for Transfer</i> form signed by releasing broker and employing broker • transfer fee of \$16 per person • wall licenses and pocket cards that show the previous broker
<i>Relocating an existing Main or Branch Office</i>	Submit: <ul style="list-style-type: none"> • list of names of the Salespersons and Brokers assigned to the office that is moving • wall licenses and pocket cards that show the previous location <p><i>Transfer forms and fees are <u>not</u> required when office is relocating.</i></p>

- All newly issued broker's and salesperson's licenses must be conspicuously displayed in the new office or location.



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APPLICATION FOR REAL ESTATE OFFICE

TYPE OF APPLICATION

1. Select the reason that you are filing this application (check one):

- ☐ I am *opening a new office* that has never had a license.
☐ I am *relocating an existing office*. Enter the office's license number: _____

2. Select the type of office (check one):

- ☐ Main Office ☐ Branch Office

BROKER INFORMATION

3. Name of Broker of Record: _____

4. Delaware License No: _____

5. Phone: _____ Fax: _____

6. Email: _____

7. Is the Broker of Record named above the Broker of Record for more than one office? Yes ☐ No ☐
If yes, enter this information about the Broker or Salesperson licensee designated as the on-site manager for this office:

Name: _____ Delaware License No: _____

OFFICE INFORMATION

8. Enter the following information about the new or relocating office:

Company Name: _____

Mailing Address: _____

City State Zip

Location of Office (no PO Boxes): _____

City State Zip

9. If you checked Branch Office in Question 2, enter this information about the **Main Office** for this Branch:

Location of Main Office: _____

City State Zip

Mailing Address: _____

City State Zip

Do you know the Main Office's license number? Yes ☐ No ☐ If yes, enter it: _____

10. Select type of building where the office you are applying for is located (check one):

- ☐ Commercial Building – Skip to Question 12.
☐ Private Home – Continue with Question 11.

11. Does the home office have a separate entrance with signage? Yes ☐ No ☐

12. Is the sign conspicuously displayed? Yes ☐ No ☐

13. Is the sign permanently affixed? Yes ☐ No ☐ If no, explain why not: _____

Submit photos showing the building exterior, outside signage, entrance with sign, and office interior. If the office is in a private home, the photos must show the office's *separate* entrance and sign.

ESCROW INFORMATION

14. Name of Bank: _____

15. Address: _____

City State Zip

16. Escrow Account Number: _____

Submit copy of deposit slip or other written verification of escrow from the bank.

To assure review of this application at the Commission's next meeting, the Commission office must receive all of these items no later than 4:30 PM ten full working days before the next meeting date:

- Completed, signed and notarized application form
- Fee payment
- All required supporting documentation.

Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Commission office will attempt to notify you before disposing of an abandoned application.

Please note: When your application is complete, please allow 4-8 weeks to receive your permanent license.

Broker of Record Signature: _____ **Date:** _____

**APPLICATIONS THAT ARE UNSIGNED, INCOMPLETE OR NOT ACCOMPANIED BY THE REQUIRED FEE
WILL BE REJECTED.**